

Planning Council



Mark Kezios, Chair

Thursday, July 13, 2006
5:00 pm
Area Agency on Aging
1366 East Thomas Road, Phoenix
Large Conference Room

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Meeting Minutes

Attended: Barr Jenkins, Charlton Wilson, Claire Sinay, Colin Sheffield, Debby Elliott, Deborah Frusciano, Eric Moore, John Zielinski, Keith Thompson, Larry Stähli, Maclovía Zepeda, Marc Allan, Mark Kezios, MiAsia Pasha, Michelle Barker, Randall Furrow, Stephen O'Dell
Alternates: Cheri Tomlinson for Helen Lansche, Terri Leija for Mary Rose Wilcox
Excused: Damon Gunn, Tara Geotas
Absent: Antonio Escalante, Carol Williams, Fran Garrett, Jesus Arellano
Guests: Philip Seeger, Randy Gearhart, Norris Reber, Kelli Houston, William Portwood, Jacques Miller, Rosie Casillas-Núñez, Ron Hill, Carla Sandine, Lori Robinson, Debra Welborn, Jeff Daniel, Steven Varnadore, John Sapero, Jane DuFrane, Kevin McNeal, Glen Spencer

All of the documents discussed below are available from Planning Council Support.

Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was established, with 16 of 25 members present at 5:11 pm.

Review and approval of the meeting minutes for the June 8, 2006

MOTION: Randall Furrow moved to accept the minutes. Larry Stähli seconded.
DISCUSSION: None.
OUTCOME: The motion passed.

Administrative Agent update

Jane DuFrane reported that the AA's office expects to receive the grant application guidance within the next 30 days. A grant writer will be employed. Collaboration is being enhanced among all the Ryan White titles in this EMA. Site visits to monitor programs at service providers are starting soon.

The revised request for \$1.34M in carry-over funds will be discussed later in the agenda. The AA's office has submitted their financial status reports for GY2005 to HRSA. HRSA recommends that, by March 1, 2007, the Planning Council should determine how to allocate ~\$800,000 identified as unspent for the last grant year. That \$800,000 must be spent by 2/28/08, and any carry-over funds like these are never 'guaranteed' to be returned to the EMA.

Chair update

Mark Kezios discussed the need for launching consumer workgroups made up of target populations who would identify service and education needs. Such groups may eventually be incorporated into the Education & Empowerment Committee.

Committee reports

Allocations Committee: Larry Stähli reported that the committee developed a recommendation to withdraw the carry-over request for \$100,000 for the development of the centralized eligibility systems, and request \$100,000 of carry-over funds as advised by HRSA for capacity building and technical assistance for fiscal management systems at service providers.

MOTION: Randall Furrow moved to approve the recommendation. John Zielinski seconded.

DISCUSSION: Marc Allan expressed the committee's interest in revisiting the issue.

OUTCOME: The motion passed.

Community Planning & Assessment Committee: Larry Stähli reported that Collaborative Research consultant Jeff Daniel will present needs assessment findings for the African-American, Hispanic, and out-of-care populations at their next meeting.

Education & Empowerment Committee: MiAsia Pasha reported that the committee is developing two consumer fora. She invited participation.

Formulary Workgroup: Mark Kezios reported that the workgroup is requesting the transfer of a few remaining Title I drugs to be accepted into the Title II formulary.

Membership Committee: Randall Furrow reported the committee cancelled June's and July's meetings; August will be rescheduled to permit members to travel to an HIV conference. Committee members have been busy interviewing applicants. They have also interviewed Marc Allan to be reappointed to Council through the new open nominations process.

MOTION: Larry Stähli moved to recommend Marc Allan to the Board of Supervisors for reappointment to the Planning Council. John Zielinski seconded. Written ballots were distributed to members for a confidential vote.

DISCUSSION: None.

OUTCOME: The motion passed.

Rules Committee: Eric Moore presented a clarification memorandum on leaves of absence that the Rules Committee has developed to define a policy for members that may miss multiple meetings within a short time frame. The memo explains that committee attendance requirements for each member is counted independently of Council attendance requirements or the attendance requirements of another committee. The timeframe for fulfilling the obligation to remain on at least one committee would be addressed by the policies and procedures of the Executive Committee. The committee will review the memorandum once again to clarify questions regarding the attendance of alternates.

Standards Committee: Michelle Barker reported that the committee is reviewing the service category definitions for Emergency Financial Assistance and Health Insurance, and will eventually review all categories. Standards of care for Substance Abuse Services and Mental Health Services will be worked on at the next meeting.

Approval of the Planning Council Support budget for the 2007/2008 grant year

John Sapero presented a recommended budget for Planning Council Support for the 2007 grant year. A decrease in mono-lingual Spanish speaking attendees has reduced translation services needs for Council activities (not to be confused with interpretation at agencies). Needs assessment will be restructured to develop a more comprehensive approach; they may be best funded through carry-over or scoop-up. There is a decrease in room rental fees that are used for special functions like PSRA. Travel reimbursement requests have declined.

- MOTION:** Keith Thompson moved to approve the Planning Council Support budget. Larry Stähli seconded.
- DISCUSSION:** John Sapero offered to reveal Planning Council Support salaries upon request. He also clarified expected training needs, and the difference between translations for the Council and translations for consumers using services at agencies.
- OUTCOME:** The motion passed.

Allocations Committee PSRA recommendations

Larry Stähli presented a document of the Allocations Committee's recommendations for approval by the Council:

- The addition of the Service Category for Health Insurance ranked as the last priority. The recommendation is based upon current funding policies which require that some expenditures from Emergency Financial Assistance be reported under the line item for different service categories.
- The deletion of the following service categories: Counseling & Testing, Respite Care, Early Intervention Services, and Family Support Coordination. Services are provided through other agencies, other funding sources, or other service categories.

Eric Moore noted a typographical error in the document saying "Emergency Financial Assistance has been zero-funded..." which should have said "Emergency Housing has been zero-funded..."

- MOTION:** Eric Moore moved to suspend the rules on Priority Setting and Resource Allocation, provided they are revised to reflect the process as it now occurs (with recommendations coming from the Allocations Committee). Larry Stähli seconded.
- DISCUSSION:** Planning Council Support explained that the policies and procedures are vague in certain aspects of changing service category priorities, so approving this motion is necessary pending clarification in writing. The suspension of the rules is temporary.
- OUTCOME:** The motion passed.

Cheri Tomlinson explained that Early Intervention Services are funded through the Centers for Disease Control here in our EMA.

- MOTION:** Eric Moore moved to accept the service category recommendations of the Allocations Committee on the addition of Health Insurance ranked as the last priority, and the deletion of Counseling & Testing, Respite Care, Early Intervention Services, and Family Support Coordination. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

- MOTION:** Randall Furrow moved to keep the service categories ranked as they are currently. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

MEETING MINUTES *continued*

- MOTION:** Randall Furrow moved to restrict allocations of Minority AIDS Initiative funds to only the following categories: Primary HIV Medical Care, Case Management, Outreach Services, Mental Health Services, and Substance Abuse Services. Barr Jenkins seconded.
- DISCUSSION:** Michelle Barker clarified that the restriction does not guarantee that MAI funding *will* occur for any of these five.
- OUTCOME:** The motion passed.

Title I Formulary Workgroup recommendations

This item was tabled.

Education & Empowerment Committee Chair appointment

Mark Kezios reported that the Executive Committee unanimously approved his appointment of MiAsia Pasha as Chair of the Education & Empowerment Committee. The Council congratulated her on her new role.

Positive Community Representative nominations

HRSA requires that two Planning Council members identify publicly as HIV-positive consumers of Ryan White-funded services in the EMA. The Phoenix EMA identifies those members with the election of Positive Community Representatives to the Executive Committee. Elections will occur through voting for one Positive Community Representative to the Executive Committee when an opening becomes available soon. It is important to emphasize that these positions are self-nominating only. *Everyone is forbidden to propose any name except his or her own.* Eric Moore outlined the requirements for self-nominations for the office of Positive Community Representative. Alternates may not nominate themselves, since that would be dual-representation. Marc Allan requested clarification on whether relatives of people with conflicts may self-nominate: Mark Kezios said that would be discussed momentarily.

John Zielinski nominated himself. All members were encouraged to contact Planning Council Support if they decide to self-nominate. Elections are planned for August.

Rules Committee presentation: Conflicts of Interest and Code of Conduct

Rules Chair Eric Moore presented the semi-annual explanation of what constitutes a conflict of interest among members who have or appear to have a financial interest in a service provider. Members and alternates were asked to sign a declaration identifying any conflicts of interest with Title I service providers. Eric Moore explained to Deborah Frusciano that a transparent process was the goal, where information could be shared as long as everyone's potential for personal benefit was clearly stated. During PSRA, providers' statements should be responses to direct questions rather than unsolicited endorsements for the services they provide.

The conflicts declaration form should say "Home Health Services" rather than "Home Services."

The Rules Committee presented a code of conduct that outlines expected behavior of Planning Council members and alternates.

- MOTION:** Larry Stähli moved to approve the code of conduct that each member will then be asked to sign. Claire Sinay seconded.

MEETING MINUTES *continued*

DISCUSSION: There was a brief discussion about what evidentiary process would be used to enforce the Code of Conduct. For example, what evidence will be considered if someone is accused of violating the Code of Conduct by attending a Council meeting under the influence of alcohol.

OUTCOME: The motion passed.

Priority Setting and Resource Allocation (PSRA) discussion

John Sapero presented the process by which Priority Setting and Resource Allocation will occur. He discussed how the data sessions and study groups have enabled members to prepare funding ideas. He presented a spreadsheet detailing how funding affects the numbers of people in need for each service. With the assistance of consultant Julie Young, utilization data and costs per client per service were projected for grant year 2006. Carry-over should not be considered in any funding determination during PSRA. Minority AIDS Initiative funding might be aligned with the goals in the Comprehensive Plan through directives in how the funds meet the needs of communities of color through capacity building, not just services.

Michelle Barker suggested being proactive in educating consumers and agency staff members on the PSRA process to ease anxiety during changes in allocations.

Current events summaries

None.

Call to the public

Glen Spencer invited participation in the SAVORlife fundraiser by encouraging all to attend or host a benefit dinner to assist service organizations.

Cheri Tomlinson announced that all Title IV programs nationwide are receiving 1% cuts retroactive to August 1, 2005.

Adjourn

Mark Kezios requested attendees to complete the meeting evaluations. The meeting adjourned at approximately 6:52 pm.

Next meeting of the full Planning Council: Saturday, July 15, 2006 for **Priority Setting & Resource Allocation**, 8:30 am, Best Western Central Phoenix Inn, 1100 North Central Avenue, Phoenix, AZ 85004, Park Conference Room.

The Council generally meets on the second Thursday of each month. After the PSRA meeting, the next regular meeting of the full Planning Council is scheduled for August 10, 2006.